



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>October 24, 1974</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. <b>DHR-DSLA-1</b>		Date Received <b>OCT 28 1974</b>	Application No. <b>74-369</b>	Date Completed <b>NOV 21 1974</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Human Resources 618 Ponce de Leon Division of State and Local Affairs Atlanta, Ga. Special Administrative Services Section Child Support Recovery Unit</b>		4. Person to Contact <b>Tracy Teal</b>		
		5. Working Title <b>Staff Supervisor</b>	6. Tel. No. <b>894-5195</b>	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>Starting Nov. 1, 1974</b>	9. Exact Series Title <b>CHILD SUPPORT PAYMENT RECEIPT FILES</b>
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10. What is the function of the office in which this record series is created?

Special Administrative Services Unit is responsible for administering a concentrated program of special administrative services; investigate and refer fraud cases to the counties; to receive appeals on initial eligibility decisions and to hold fair hearings on the same; to conduct public hearings on all proposed rules, regulations and standards as required by the Administrative Procedure Act; and to provide general informal legal services for the Department.

The function of the Child Support Recovery Unit, in accordance with the 1967 Social Security Act and the Georgia Child Support Recovery Act, is to locate deserting parents of children receiving public assistance, to secure commitment of child support from such parents; to collect and disperse child support payments and to enforce the support obligation of the absent parent.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the receipt of payments made for child support through the Child Support Recovery Unit from an absent parent.

Included are "Child Support Recovery Unit Receipt Form" (OC(1)-939), which identifies absent parent, support recipient, amount received, date received, receipt number, case number (assigned by unit), method of payment (cash, money order, etc.)

File is arranged chronologically by month in which payment was made, thereunder numerically by receipt number assigned by unit.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				36 Tab-Size Card Drawers	12		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				14			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				1	0	0	0

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

13. Is this the Record Copy of the series? YES [x] NO [ ]
14. Is there a duplication of this series in another office or agency? YES [ ] NO [x]
15. Is the information contained in this series ever summarized or published? YES [ ] NO [x]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? YES [ ] NO [x]
17. Does the series initiate, amend or terminate agency policies and procedures? YES [ ] NO [x]
18. Could the function be performed if the files were lost or destroyed? YES [x] NO [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? YES [x] NO [ ]
- This data is part of input for the Child Support Recovery Payment Ledger File (COM), 74-265.
20. Does the record series provide data as input to an EDP file? YES [x] NO [ ]
- This data is part of input for the Child Support Recovery Payment Ledger File (COM), 74-265
21. Does the record series contain documentation produced as EDP printout? YES [x] NO [ ]
- This data is part of input for the Child Support Recovery Payment Ledger File (COM), 74-265.
22. Has the Federal Government issued instructions governing the retention/disposition of these files? YES [ ] NO [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? YES [ ] NO [x]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [x] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Based on limited reference experience, the Child Support Recovery Unit needs a one year retention for payment receipt forms.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [x] OTHER Monthly, then:

- [x] Hold in the current files area 6 month(s)/    year(s):    months:
- [x] Transfer to [x] State Records Center [ ] Local Holding Area; hold 12 months or until State audit is completed, whichever is earlier; then
- [x] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William E. Lees</i>	<i>10/24/74</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [ ] Disapproved	<i>Tracy Teal</i>	<i>10-25-74</i>
	State Auditor/Designee [ ] Approved [ ] Disapproved	<i>William M. Dixon</i>	<i>11-21-74</i>
	Secretary of State/Designee [x] Approved [ ] Disapproved	<i>Carroll Hart</i>	<i>11-4-74</i>
	Attorney General/Designee [ ] Approved [ ] Disapproved	<i>R. M. D. Shell</i>	<i>11-21-74</i>

STATE RECORDS  
COMMITTEE